

# Standard Mail (B)—Bound Printed Matter

Related QSGs: 050, 700, 900

# 651

Quick Service  
Guide

<b>Eligibility Overview</b> (E630)	Bound Printed Matter (BPM) is Standard Mail (B) matter (typically catalogs, books, and other printed material) that weighs from 1 to 10 pounds and meets specific eligibility standards.
<b>Rates and Fees</b> (R600)	Single-piece rates: per piece and per pound charges based on weight and origin/destination (zone), beginning with \$1.11 for 1.5 pounds for the local zone. Bulk rates: per piece and per pound charges based on weight and origin/destination (carrier route presort discount available), beginning with \$0.565 for basic bulk and \$0.502 for carrier route for 1.5 pounds for the local zone. No annual mailing fee.
<b>Addressing</b> (A010)	Each piece must include complete delivery and return addresses with correct ZIP Code or ZIP+4 code.
<b>Characteristics and Content</b> (C600)	Minimum weight: 1 pound (E620). Maximum weight: 10 pounds. Dimensions: no more than 108 inches in length and girth combined.
<b>Deposit</b> (D600)	Deposit: <ul style="list-style-type: none"><li>■ Bulk or presort and all precanceled stamp, meter, or permit imprint: generally, at post office where permit or license held.</li><li>■ Single-piece: mailing entered at an acceptance unit designated by USPS.</li><li>■ Local zone rate mail: at post office serving delivery address.</li></ul>
<b>Eligibility</b> (E630)	Minimum mailing: 300 addressed pieces (basic or carrier route bulk rates); no minimum for single-piece rates. General standards: <ul style="list-style-type: none"><li>■ Consists of advertising, promotional, directory, or editorial material (or any combination of these).</li><li>■ Is securely bound by permanent fastening.</li><li>■ Consists of sheets of which at least 90% are imprinted by any process other than handwriting, typewriting with letters, characters, figures, or images (or any combination of these).</li><li>■ Does not have the nature of personal correspondence.</li><li>■ Is not stationery (e.g., pads of blank printed forms).</li></ul>
<b>Mail Preparation and Sortation</b> (M630)	Marking on each qualifying piece: <ul style="list-style-type: none"><li>■ Single-piece rate: "Bound Printed Matter."</li><li>■ Bulk rate: "Bound Printed Matter" and "Bulk Rate" or "Blk. Rt."</li><li>■ Carrier route rate: "Bound Printed Matter Blk. Rt." and "Carrier Route Presort" or "CAR-RT SORT."</li><li>■ Catalogs: must also be marked "CATALOG" or "CATALOG RATE."</li></ul> Package preparation and labeling: none for single-piece rates; bulk rates on reverse. Pieces must be separated by zones when presented unless either the correct postage is affixed to each piece or authorized by the RCSC. Postage statement: Form 3605-P (meter postage) or Form 3605-R (permit imprint), as applicable.
<b>Postage and Payment Methods</b> (P600)	Method: adhesive stamp (single-piece rate only) (P022), precanceled stamp (single-piece rate only) (P023), meter (P030), or permit imprint (P040); applicable conditions and restrictions.
<b>Special Services</b> (S900)	See Quick Service Guide 900.

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

## Sacking Sequence

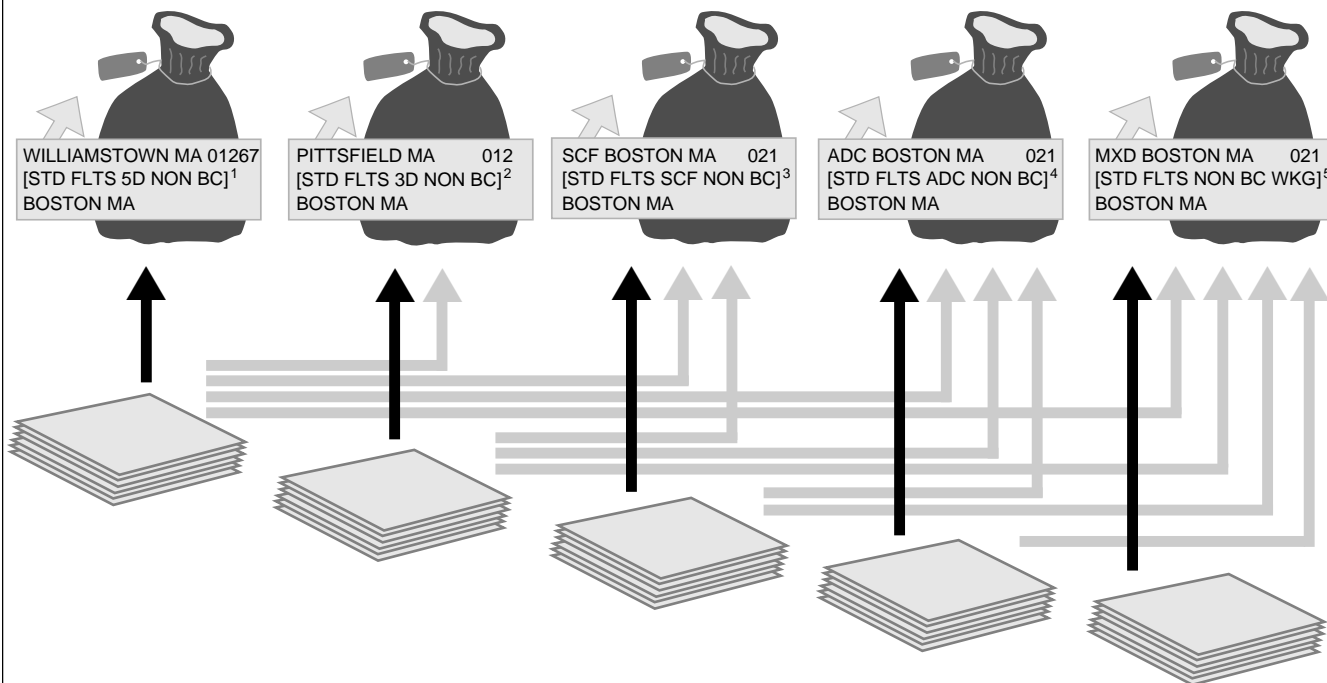
## 5-Digit (Required)

## 3-Digit (Required)

## SCF (Optional)

## ADC (Required)

## Mixed ADC (Required)



**Sacks:** Required at 10 pieces, 20 pounds, or 1,000 cubic inches. Smaller volume permitted.

**Labels:** For Line 1, use 5-digit destination of packages.

**Sacks:** Required at 10 pieces, 20 pounds, or 1,000 cubic inches. Smaller volume permitted. No minimum for origin 3-digit(s).

**Labels:** For Line 1, use L002, Column A.

**Sacks:** Optional at 10 pieces, 20 pounds, or 1,000 cubic inches. Smaller volume not permitted.

**Labels:** For Line 1, use L002, Column C.

**Sacks:** Optional with no minimum.

**Labels:** For Line 1, use L004 (flats) or L603 (irregular parcels).

**Sacks:** Required with no minimum.

**Labels:** For Line 1, use "MXD" followed by the entry ADC facility city/state/ZIP shown in L004 (flats) or L604 (irregular parcels).

<sup>1</sup>Use "STD B IRREG 5D" for irregular parcels.

<sup>2</sup>Use "STD B IRREG 3D" for irregular parcels.

<sup>3</sup>Use "STD B IRREG SCF" for irregular parcels.

<sup>4</sup>Use "STD B IRREG ADC" for irregular parcels.

<sup>5</sup>Use "STD B IRREG WKG" for irregular parcels.

For machinable parcels, see Quick Service Guide 700.

No packaging requirement; volumes by pieces per sack.